



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: October 16, 2008
POSITION: Office Technician (Typing) Permanent Intermittent

Position Action #78-331

SALARY: \$2686 – 3264

LOCATION: CUIAB Appeals Board
2400 Venture Oaks Way, Suite 300
Sacramento, CA 95833

POSITION DESCRIPTION:

Under general supervision, performs complex clerical work, which includes general typing and other work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities.

- Answer telephone inquiries from public and for Executive staff, duplicate records, transcripts and exhibits.
- Receive and process appeals; file cases on shelves.
- Scan documents to e-files; sort and deliver mail to all levels of staff.
- Send copies of requested items to parties; serve documents on opposing parties by mail.
- Close out cases at closing desk; archive closed cases. Process correspondence on open cases; process faxed documents; assign cases to administrative law judges.
- Purge closed cases; operate copy machine and other office equipment.
- Use computer to create form decisions, standard letters and legal documents.
- Generate daily reports for appropriate job function.
- Order supplies.
- Perform other clerical work as required.

WHO SHOULD APPLY:

Persons who are reachable on the current CUIAB Office Technician (Typing) list or who are currently in the class of Office Technician (Typing), or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: CUIAB, Administrative Services
Attn: Ingrid Azvedo, Human Resources Analyst
2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

CONTACT: For more information about this position, contact:
Brenda Payne, LSS II, Phone: (916) 263-6803

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